Title: Maintain Social Security Number

Processes : Sub-Processes :

HRMS Training Documents

Maintain Social Security Number

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
08/30/05	Ned Bedinger	Created.
9/1/05	Teresa Dillon	SME Review
9/6/05	Chylynn Hansel	Edits
9/6/05		Internal Review
11/18/05	Chylynn Hansel	Edits

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Purpose

Use this procedure to change the Social Security Number.

Trigger

Perform this procedure when the employee's Social Security Number has changed due to a number of reasons.

Prerequisites

The new Social Security card has been verified by Human Resources staff.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed.		
	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed.		
Confirmation or or	Example: Save your entries. Action: Perform the required action to proceed.		

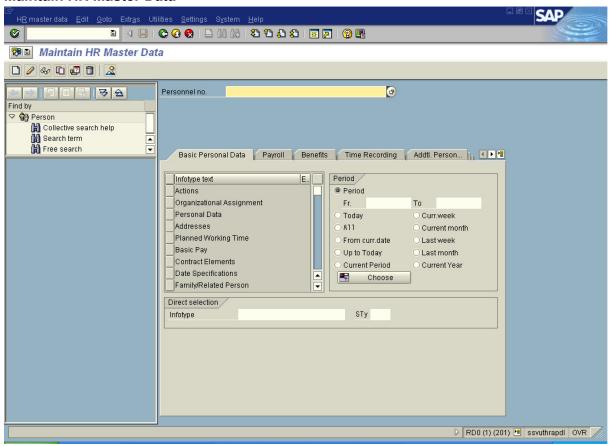
Processes : Sub-Processes :

HRMS Training Documents

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data



2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.		This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number.
		Example: 20000423

3. Click (Enter) to validate the information.

State of Washington HRMS

File name: Version: Testing Team Draft Script SOCIAL_SECURITY_NUMBER.DO Last Modified: 2/27/2006 11:11:00 AM

Title: Maintain Social Security Number

Processes : Sub-Processes :

HRMS Training Documents

4. Click the gray box to the left of Personal Data to select.

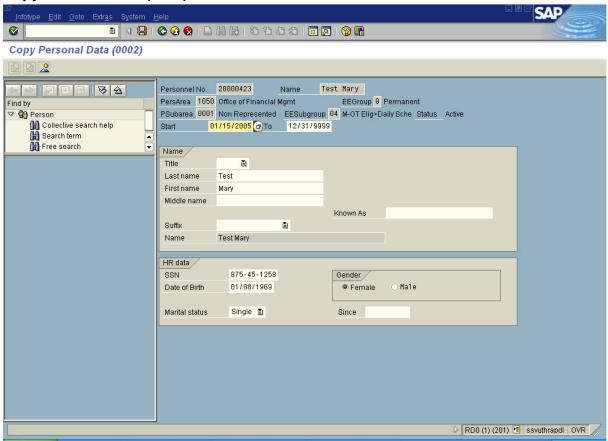
5. Click (Copy) to copy and continue.

State of Washington HRMS

Processes : Sub-Processes :

HRMS Training Documents

Copy Personal Data (0002)



6. As required, complete the following fields:

Field Name	R/O/C	Description	
Start	R	This is the date on which a record begins. Example: 05/06/05	
SSN	R	This is a 9 digit number assigned by the Social Security Administration.	
		Example: 111-10-1258	

7. Click (Enter) to validate the information.

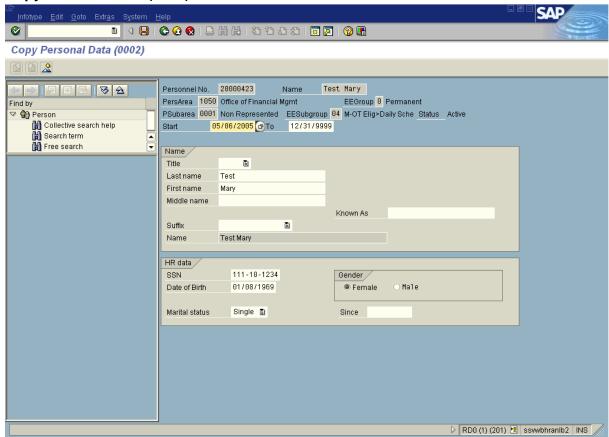
State of Washington HRMS

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Processes : Sub-Processes :

HRMS Training Documents

Copy Personal Data (0002)



- 8. Click (Save) to save.
- **9.** You have completed this transaction.

Result

You have changed an employee's Social Security Number.

Comments

Immediately, after changing the Social Security Number in HRMS, you **must** change the Social Security Number in PAY1 on the A.01 screen because of interfaces with HRMS, PAY1, and central support agencies. Follow the PAY1 on-line help if you need instructions on how to change the Social Security Number.

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